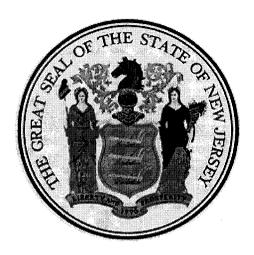
State of New Jersey



School District Records Retention Schedule

Active Records

Student Records M700106-999



Adult High School Attendance Roster
Class List - Current Year
Fall Report File - Student Enrollment
Honor Roll Lists
Migrant Student Enrollment and Verification Form
Pupil Enrollment File - Funding Support
Register File
Register Book - Central and Classroom
Register Card - District-wide
Register Report
Register Report
Student Name/Address Listing
Tardiness Record

1 (

Student: Health

Daily Log- School Health Services
Health Reports File- District, Local, County, State, and Federal
(Pre School, Elementary, Middle, and High School)
Medical Waste File
Student Health File (Elementary, Middle, and High School)

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AGENCY REPRESENTATIVE ITILE AREA CODE) TELEPHONE NUMBER a, upon expiration of their retention periods, will be deemed nectordance with the law and regulations of the State Records mnittee. RETARY, STATE RECORDS COMMITTEE SIGNATURE AGENCY AGENCY AGENCY 1 yr 1 yr 1 yr Destrict 1 yr 1 yr Destrict De	0005-0000 Migrant Student Enrollment and Verification Form	0004-0000 Honor Roll Lists	Contains the Consolidated Enrollment Report: Current School Enrollment Data and the Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions forms. Original maintained by the Department of Education and a copy is sent to the office of the County Superintendent of schools.	0003-0000 Fall Report File - Student Enrollment (Copy)	0002-0000 Class List - Current Year	Adult High School Attendance Roster An attendance roster of students' enrollment, attendance, grades, and statement of graduation from the Adult High School and Adult School Evening classes.	Student: Attendance and Enrollment	RECORD RECORD TITLE AND DESCRIPTION	AGENCY REPRESENTATIVE SIGNATURE SECRETARY	SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiral continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the State Beronds Committee	BUREAU STUDENT (DISTRICT	DEPARTMENT	RECORDS RETENTION AND DISPOSITION SCHEDULE
of 10 led to have no rds Committee. SPOSITION Stroy stroy stroy stroy	7		r, l		1 yr Destroy	и		_	ECORDS COMMITTEE SIGNATURE	tion of their retention periods, will be deemed rith the law and regulations of the State Records		TITLE	AGENCY REPRESENTATIVE	SCHEDULE NUMBER PAGE NUM 999 1

			TGCOLU	
			Information is transferred to cumulative student	
Destroy		1 yr	Tardiness Record	0009-0000
			ously enrolled in the	
Destroy		As updated	Student Name/Address Listing Names and addresses of all students currently or	0008-0000
			Superintendent of Schools.	
			office of th	
Destroy		7 yrs	Register Report Summary (Copy)	0007-0004
			chool in t	
Destroy		7 yrs	Register Report	0007-0003
, , , , , , , , , , , , , , , , , , ,				
Destroy		7 yrs	Register Card - District-Wide (Copy)	0007-0002
			record.	
			enrollment inform	
Destroy		7 yrs	Register Book - Central and Classroom	0007-0001
	-		Register File	0007-0000
			for other	
			information is used to update yearly state	
	VA.000.		Contained within this file are various statistics	0000-0000
Destroy		7 yrs	Dunil Enrollment File - Funding Support	0006-0000
DISPOSITION	RECOADS CENTER	RETAIN IN	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
2 of 10	999	M700106	S RETENTION AND DISPOSITION SCHEDULE	RECORDS

RECORDS	RETENTION AND DISPOSITION SCHEDULE	M700106	999
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	RECORDS CENTER
	Student: Cumulative Files		
0010-0000	Alternative School Student Record/Pupil File For students assigned part-time to another school. Contains: Achievement Test Scores. Application to	Permanent	
	Achievement Test Scores, Application to Alternative School, counselor's notes and reports, disciplinary record, High School Scholastic Record Card, permission slip to visit Alternative School, Special Educational Program reports, and teacher evaluations.		
0011-0000	Certification and Permit File File containing student certificates and employment permits:	2 yrs after graduation or termination from school system or	or or
	Promise of Employment, Fitness of Minor- Physician's Certificate, Vacation Employment Certificate,	age 23, whichever is longer	yer
•.	Regular Employment Certificate, Age Certificate for Agriculture Application Age Certificate for Agriculture Application for Special Street Trades Permit Application for Special Agricultural Dermit Application for Special Theatrical		
	Permit, Special Theatrical Permit, Application for Special Newspaper Carrier Permit, Special Newspaper Carrier Permit,		
	papers", and supporting documentation.		

Destroy		As updated	Emergency Information Card - Student	0014-0000
			List of students who have completed the driver education behind-the-wheel course. Contains: names, birth dates, teachers, dates completed training.	, , , , , , , , , , , , , , , , , , ,
Destroy		l yr	Driver Education Student Roster Printout	0013-0002
		whichever is longer		
		termination from school system or age 20,	Retained in Principal's office.	
Destroy		2 yrs after graduation or	Driver Education Program Completing Card/ Principal	0013-0001
			Driver Education File	0013-0000
Destroy		1 yr	Demerit Form	0012-0002
		or age 23, whichever is longer	ioi discipililary action.	
		graduation or termination from school system	Confidential Disciplinary File Contains: names, correspondence, dates, grade level, suspension form, and cause	0012-0001
Destrov			Disciplinary File	0012-0000
DISPOSITION	RECORDS CENTER	RETAIN IN	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
4 of 10	999	и 700106	RETENTION AND DISPOSITION SCHEDULE	RECORDS
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		longer		
		whichever is		
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	-	23		
-	<u> </u>	From School System		
	3			
		or termination		
		arter graduation		
		is filed, 2 vrs		
		Incluent report		
		is filed. if	ALLEL SCHOOL	
		incident report		0000
•		J y15, dillos	Parental Permission for a School Irip of to Stay	0016-0000
Destroy	-	7 yrs imless		
			reports	
	-		scholastic averages and copies of progress	
			SCOLO, Cultura inclusion of programs	
			score Standard Achievement Test score, Student	
	,		Permission to instruct States, that come	
			namicaion to Instruct Student final testing	
			student questionnaire, staff rating scale,	
•			the Intellect" Creativity Test score, parent and	
			"Slosson Intelligence lest scole, sciuccuic or	
			Constitution of the state of th	
		-	Contains: screening and nomination form,	
			Girted and larenced program.	
			C: Ct. 1 and Tolontal program	
			File of students enrolled in the	
				0000
Permanent	· J'i — •	Permanent	Gifted and Talented Pupil File - Accepted and Not	001 5 -0000
Downont				
				SERIES NO.
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5 of 10	999	M700106	DETENTION AND DISPOSITION SCHEDULE	
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		1s longer		
		20, whichever		
		system or age	nent	
		from school		
		graduation of	Education	
Destroy		2 yrs after	Pupil File/Student Record - Permitted (NonSpecial	0017-0002
3			documentation.	
			exchange student records; and supporting	
			and Transfer of Student Records; foreign	
			school discharge cards; List of Disclosure	
			tardiness record; withdraw authorization; high	
			one number: Student Profile;	
			middle, and high school levels and from county	
			copies of graduation certificates (elementary,	
			record; progress rel	
			Minimum Basic Skills Test; pupil transfer data;	
			deficiency reports medical evaluation;	
			grade level completed, high ochoca increases;	
			classes attended; grades; citizenship scacus,	
			Information; reading levels; date of birth; Sex;	
			e Record; Authorization of Release	
			Contains: Achievement Test scores,	
		ICIMARCIIC	Pupil File/Student Record - Mandated (Special Education)	0017-0001
Permanent		Permanent	Mandatad	
			lucation and N	0017
			Pumil File/Student Record - Cumulative (Mandated	0017-0000
DISPOSITION	RECORDS CENTER		RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
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6 of 10	999		RETENTION AND DISPOSITION SCHEDULE	RECORDS
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RECORDS	RETENTION AND DISPOSITION SCHEDULE	M700106	999
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER
0017-0003	Pupil File/Student Record - Permitted (Special Education) The permitted records are comprised of those record series which are not required by state	5 yrs after graduation or termination from school	
	mandated,	system or age 23, whichever is longer	
0018-0000	Residency Affidavits Affidavit signed by an adult who provides full financial support for a minor, in place of the parent, in order for the minor to attend school in the local district if the parent is not a local resident.	2 yrs after graduation or termination from school system or age 23, whichever is longer	
	Ŧ	7 1 1	3
0019-0000	Daily Log - School Health Services Nurse's daily account of health related activities.	3 yrs after fi entry	final
0020-0000	Health Reports File - District, Local, County, State, and Federal (Copy) (Pre School, Elementary, Middle, and High School)		
	following: Annual Immunization Status Reports, Annual Report of Tuberculosis Testing in Schools, Annual Scoliosis Screening Report, Monthly		
	Report of School Nurse, Report - Significant Tuberculosis Reactions, and Application for Licensure of School Strep Program (Chapter		
	New Jersey Department of Health, and copies are		
	sent to the local health department and to the office of the County Superintendent of Schools.		

		-		
			Protection and Energy.	
			Report. Originals are maintained by the	
			Waste Tracking form, Exception Report, Annual	
			limited to the following: Regulated Medical	
			Energy, and Health. File contains but is not	
			promulgated by the New Jerse	
Destroy		60 yrs	Medical Waste File (Copy)	0021-0000
		school system		
		transfer, or	Withdrawals, or Graduates	
Destroy		S yrs after	Health Reports File - District, Local, County,	0020-0003
		school system	Transfers Out-or-District of Michaiawars	
		transter or withdraw from	(Copy) - Mide	
Destroy		5 yrs after	Health Reports File - District, Local, County,	0020-0002
		school system	HallSters of Michaelawars	
		transter or withdraw from	and Federal (C	
Destroy		yr afte	Health Reports File - District, Local, County,	0020-0001
DISPOSITION	RECORDS CENTER	RETAIN IN AGENCY	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
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RECORDS	S RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER M700106	SCHEDULE NUMBER 999	PAGE NUMBER 9 OF 10
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	RECORDS CENTER	DISPOSITION
0022-0000	th File (Elementary, Mic (Original and Copies) ins but is not limited			
	following: Student Unpreparedness for rhysical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; dental examination and reports; From School Notice - Parents.			
	Physician, and School Nurses; Football Injury Warning; Health History and Appraisal Card; Immunizations reports and forms; statistical Growth Charts: Immunizations Administration			
	Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption;			
	Application for Special Hausportation, Plants, Illness; Injury Notification; health screenings; Notification of Injury While Participating			
	Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report;			
	Record; parental notification and consent forms; physical examinations for hearing, vision, scoliosis, physical growth, tuberculosis, mantoux	*		
	diptheria, tetanus, pertussis, pediculosis, head lice, polio, measles, mumps, rubella, athletic participation, pre-kindergarten			
	examination; asthma care; monthly peak flow information; chicken pox; reyes syndrome; diabetes: provisional admittance; daily and			
	primary medical record form; trip permission for medication administration; self-administration of inhaled medication; school medical exam			
•	notices; student program adjustment; substance abuse referral: medical seizure incident report;			

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RECORD TITLE AND DESCRIPTION RECORD TITLE AND DESCRIPTION RECORD TITLE AND DESCRIPTION RECORD TITLE AND DESCRIPTION AGENCY RECORDS CENTER Description Strident Health File (Flementary, Middle, and Syrs after Description)			graduation or	School) (Original)	1000-7700
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